

# **2002-2003 Skill Standards Implementation Projects**

## **Application Guidelines**

March 2002



Washington State  
Board for Community and Technical Colleges  
P.O. Box 42495  
Olympia, WA 98504-2495

<p style="text-align: center;"><b>APPLICATION GUIDELINES</b> <b>2002-2003 SKILL STANDARDS IMPLEMENTATION PROJECTS</b> <b>STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES</b></p>
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## BACKGROUND

Washington State continues to be a national leader in developing and implementing skill standards in high-demand occupations and industries for use in secondary and post-secondary education, job training and workforce development programs, and for government services such as WorkSource career centers. Standards also provide an effective framework for supporting state and regional economic development initiatives, and for linking high school, community and technical college and four-year college programs to enhance articulation agreements that recognize student achievement, and streamline the transfer process. Standards provide a useful tool for assisting educators, training providers, labor, and industry to develop and implement competency-based performance assessments, curricula, and services that reflect industry requirements. The application of skill standards through strategic education-industry partnerships will support regional economic development efforts and maximize the benefits of skill standards for industry, education providers, employees, job seekers, and students.

Proposals must respond to local economic development strategies. The key to economic development is to identify those sectors of the economy in which each region has a competitive advantage, and build partnerships with business leaders in those sectors to assess skills shortages and identify solutions. This process will require identification of the industries or sectors of the economy in need of skilled workers, now or in the future, and then building relationships with those industries in order to better understand their specific needs. Skill standards are the most direct mechanism for translating the skill needs of a particular job into curriculum that ensures that students are trained to do the job.

Grants are available to support projects that pursue *both* of the following goals:

1. Expanded use of state-approved skill standards by specific high-demand industry and employer partners and regional industry clusters, with an emphasis on skill standards-based tools and practices that may be used by industry partners.
2. Continued integration of state-approved skill standards in education programs, courses, career centers, and professional development activities.

The State Board for Community and Technical Colleges has identified approximately \$4.4 million to be used by colleges for Workforce Development Projects for FY03. ***All of these funds are contingent upon the final approval of the FY03 state budget by the Legislature.*** There are three categories of Workforce Development Projects:

1. Workforce Base Allocations (up to \$1,009,800)
2. High Demand Projects (up to \$2,800,000)
3. **Skill Standards Implementation (up to \$525,000)**

This document contains information, criteria, and application materials for **Skill Standards Implementation**. There are separate guidelines for the Workforce Base Allocations and High Demand Projects.

## **SKILL STANDARDS IMPLEMENTATION PROJECT OVERVIEW**

In fiscal year 2003 (July 1, 2002 to June 30, 2003), the \$525,000 for **Skill Standards Implementation** funding will be distributed on a competitive basis with awards of approximately \$100,000 - \$150,000 per project. Colleges are limited to one project as the sole college applicant, but may also receive funds as part of a consortium of colleges working together to address regional issues. Projects will be awarded competitively, based on the criteria listed on page 4 of this document.

Only state-approved standards may be used as the basis for projects funded under this grant process (see Attachment B).

### **Applications should include the following features:**

- Use of relevant labor market data and other evidence to demonstrate project's link to local economic development strategies.
- A steering committee (must include representation from the industry association and employers) that provides general guidance to the project, participates in identifying learning outcomes, education and industry applications, and helps ensure that the project outcomes can be replicated by other colleges, industry, and education partners across the state.
- Partnership including at least three colleges and two high schools that results in articulation agreements, preferably with links to programs at four-year colleges and universities.
- Description of prior experience developing or implementing skill standards.

## **OUTCOMES**

Projects will be expected to produce the following:

- Industry endorsement of skill standards or workforce development programs based on skill standards.
- Skill standards-based tools and resources (products) that will be applied by industry partners.
- Skill standards-based assessment and curriculum tools and resources (products) that will be applied within and between secondary and post-secondary educational systems and institutions.
- Articulation agreements based on skill standards.

## **ELIGIBLE APPLICANTS**

Program proposals will be accepted from any consortium involving at least three colleges, two high schools, and industry, and community partners. In all cases, a single community or technical college must be designated as the fiscal agent for the grant.

## **APPLICATION PROCESS**

An external committee made up of representatives from industry, education, labor, and government will review each application. While a match of resources from program partners is not required, colleges are encouraged to solicit matching funds. The committee's recommendations will be submitted to the State Board for consideration, and will be used in the determination of which requests are funded. **All applicants will be notified of their status by June 30, 2002.**

**Submit an original and ten (10) copies by 3 p.m. on Thursday, April 25, 2003 to:**

Pat Ward, Program Manager, Workforce Education  
State Board for Community and Technical Colleges  
319 East Seventh Avenue; PO Box 42495  
Olympia WA 98504-2495

**Also email a copy to Pat Ward at [pward@sbctc.ctc.edu](mailto:pward@sbctc.ctc.edu).**

**Faxed plans/applications will not be accepted. Applications must be at the State Board office, in their entirety, on or before the due date/time.** This is necessary to ensure applications are sent to the review panel in accordance with established timelines.

### **ACCOUNTABILITY REPORT**

A final report describing the activities, products and student outcomes, if applicable, of approved projects will be due July 31, 2003.

### **ADDITIONAL INFORMATION**

If you have any questions on the application process, please contact Pat Ward at 360-753-3651 or by e-mail at [pward@sbctc.ctc.edu](mailto:pward@sbctc.ctc.edu). For more information about the program planning and allocation process, contact Sally Zeiger Hanson, Policy Associate, at 360-753-3672 or by e-mail at [shanson@sbctc.ctc.edu](mailto:shanson@sbctc.ctc.edu).

<p style="text-align: center;"><b>APPLICATION INSTRUCTIONS</b> <b>2002-2003 SKILL STANDARDS IMPLEMENTATION PROJECTS</b> <b>STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES</b></p>
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The following information and criteria are intended to help guide development of the application and provide the framework to evaluate your projects. **Please limit your application to four (4) pages in length, excluding the Cover Page, Budget Summary, and Partnership List forms.** The application Cover Page, Budget Summary, and Partnership List forms are attached.

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**1. Cover Page**

Complete the attached Cover Page including a brief summary of the project.

**2. Link to Economic Development**

Provide evidence of the project's link to local economic development strategies.

**3. Partnership and Collaboration**

- a. Describe how the proposal demonstrates active participation by three colleges, two high schools, and industry and community partners. Include a partnership membership list on the attached form.
- b. Describe the composition of the steering committee and membership roles.

**4. Past Performance**

Describe previous experience developing and implementing skill standards.

**5. Products and Outcomes**

- a. Describe the products and outcomes that will be the result of this project. Products and outcomes include articulation agreements, curriculum, assessment, tools for industry to use, etc., as described on page 2 of this document.
- b. Describe what type of industry endorsements will be pursued.

**6. Accountability and Reporting**

Please describe how the program or outcomes will be evaluated upon completion to determine its success and needed improvements. Final reports for all funded programs/projects must be submitted to the State Board by July 31, 2002.

**7. Plan Budget**

- a. Complete the attached Budget Summary.
- b. Explain how the budget presented on the Budget Summary form will lead to accomplishment of the plans and intended outcomes. Please note that these funds must be expended no later than June 30, 2003.

- c. Describe matching funds to be used in conjunction with the allocation. While projects do not require a match, colleges are encouraged to solicit matching funds. (See Attachment A for additional detail on matches.)

**COVER PAGE**  
**2002-2003 SKILL STANDARDS IMPLEMENTATION PROJECTS**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Project Title \_\_\_\_\_

Amount Requested \_\_\_\_\_

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**PROJECT SUMMARY:** Provide a brief (100 words or less) summary of the proposal in the space provided.

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By the signatures placed below, we acknowledge that we have been actively involved in developing and will continue to work with the college to ensure the quality of Workforce Development programs.

K-12 Partnership Representatives:

College Representative (*President or designee*):

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Partner College Representative (*President or designee*):

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Partner College Representative (*President or designee*):

Signature \_\_\_\_\_



**PARTNERSHIP LIST**  
**2002-2003 SKILL STANDARDS IMPLEMENTATION PROJECTS**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

College \_\_\_\_\_ Date \_\_\_\_\_

**Members:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Affiliation (check one): ☐ business ☐ labor organization ☐ agency ☐ other \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Affiliation (check one): ☐ business ☐ labor organization ☐ agency ☐ other \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Affiliation (check one): ☐ business ☐ labor organization ☐ agency ☐ other \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Affiliation (check one): ☐ business ☐ labor organization ☐ agency ☐ other \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Affiliation (check one): ☐ business ☐ labor organization ☐ agency ☐ other \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Affiliation (check one): ☐ business ☐ labor organization ☐ agency ☐ other \_\_\_\_\_



**BUDGET SUMMARY FORM**  
**2002-2003 SKILL STANDARDS IMPLEMENTATION PROJECTS**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

Institution Name \_\_\_\_\_

Project Title \_\_\_\_\_

	Grant Fund	Other Funds*	Match* (if any)	Total	Narrative (Completion of this section is required)
Salaries and Benefits					
Travel					
Goods and Services					
Personal Services Contracts					
Equipment <sup>1</sup>					
Administration (10% Max-direct costs only) <ul style="list-style-type: none"> <li>• Salaries and benefits</li> <li>• Travel</li> <li>• Goods and services</li> <li>• Equipment<sup>1</sup></li> </ul>					
<b>TOTAL</b>					

<sup>1</sup> Please note that for this program equipment is defined as a durable asset with a useful life of more than one year.

\*List source of other funds and match

Comments or explanation of extraordinary costs:

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## **Attachment A**

### **Matching Funds for Skill Standards Implementation Projects (not required, but strongly encouraged)**

The quality of the match is also a consideration in the funding priority assigned to applications. Cash from an outside source is the best possible match, followed by foundation monies, equipment, goods and services, and in-kind matches, and will be considered in descending order.

- Matching funds: The preferred local (non-state) match is cash, but it may be either cash or in-kind, or a combination of the two.
- Quality of the non-state match: In-kind match requires documentation that demonstrates the fair market value of the proposed support and the method of calculating its value to the project. Colleges will be required to document all expenditures—whether cash or in-kind—that are claimed as part of the local match. Applicants who identify high quality match contributions (e.g., cash contributions, equipment donations, etc.) will be given greater consideration in the review process.
- In-kind match: In-kind match can be, but is not limited to:
  - 1) The current fair market value of donated equipment required for the program.
  - 2) The rental value of loaned equipment.
  - 3) The documented value of donated time of private-sector employees who are assigned specifically to support the program and who are responsible for outcomes related to program design, implementation, training, or management functions.
  - 4) The fair market value of private-sector facilities contributed to the program.
  - 5) Supplies and materials provided by private-sector partners to support the program.

## Attachment B

### Washington State Skill Standards Projects

**NOTE:** Completed skill standards documents can be obtained through the Skill Standards Resource Center at Highline Community College, (206) 870-3737. Standards may also be ordered or downloaded through the Skill Standards web site at: <http://wa-skills.com>.

INDUSTRY	OCCUPATIONS	CONTACT INFORMATION	SKILL STANDARDS STATUS	ASSESSMENT & CURRICULUM STATUS
Agriculture / Irrigation	Irrigation Technologist Turf Management Technician Agricultural and Diesel Equipment Mechanic Turf Equipment Service Technician John Deere Dealership Technician	Jim Willis Walla Walla Community College (509) 527-4324 <a href="mailto:jwillis@mail.ww.cc.wa.us">jwillis@mail.ww.cc.wa.us</a>	Projected Completion March 2001	In connection with E. Washington Food Processing Projected Completion Date: June 2002
Allied Oral Health Professions	Dental Assistant Dental Hygienist Dental Laboratory Technician Dental Practice Administrator Denturist	Sharon Golightly Pierce College (253) 964-6661 <a href="mailto:sgolight@pierce.ctc.edu">sgolight@pierce.ctc.edu</a>	Completed March 1998	N/A
Biomedical/Biotechnology	Biomedical/Biotechnology Technician	Berta Lloyd Shoreline Community College (206) 546-4595 <a href="mailto:blloyd@ctc.edu">blloyd@ctc.edu</a>	Completed February 2001	Projected Completion June 2001
Chemical Dependency Counselor	Chemical Dependence Counselor	Michael Towey Tacoma Community College (253) 566-5213 <a href="mailto:mtowey@tcc.tacoma.ctc.edu">mtowey@tcc.tacoma.ctc.edu</a>	Completed December 1999	N/A
Chiropractic	Chiropractic Technician	John Huber Highline Community College (206) 878-3710, Ext. 3843 <a href="mailto:jhuber@hcc.ctc.edu">jhuber@hcc.ctc.edu</a>	Completed June 1998	N/A

INDUSTRY	OCCUPATIONS	CONTACT INFORMATION	SKILL STANDARDS STATUS	ASSESSMENT & CURRICULUM STATUS
Cosmetology	Cosmetologist Salon Coordinator	Myrtle Mitchell Seattle Community Colleges (206) 587-5482 <a href="mailto:mmitch@sccd.ctc.edu">mmitch@sccd.ctc.edu</a>	Completed April 1998	Employer Implementation Guide April 1998
Early Childhood Education	Lead Early Childhood Ed. Teacher Family Child Care Provider Infant & Toddler School Age	Barbara Clampett Peninsula College (360) 417-6497 <a href="mailto:bdclampett@ctc.ctc.edu">bdclampett@ctc.ctc.edu</a>	Lead ECE Teacher Completed June 1999  Family CC Provider Completed March 2000  Infant & Toddler Completed December 2000  School Age Completed December 2000	Projected Completion June 2001
Food Processing Industry	1-Laboratory Technician Operator Maintenance Sanitation Trimmer/Sorter  2-Technology Technician Refrigeration Technician	Donna Campbell Columbia Basin College (509) 547-0511 <a href="mailto:dcampbell@cbc.ctc.edu">dcampbell@cbc.ctc.edu</a>	1-Completed March 1999  2-Projected Completion December 2001	2-Projected Completion June 2002
Hearing Instrument Fitter & Dispenser	Hearing Instrument Fitter & Dispenser	Tom Hopkins Spokane Falls Community College (509) 533-3249 <a href="mailto:tomh@sfcc.spokane.cc.wa.us">tomh@sfcc.spokane.cc.wa.us</a>	Completed December 2000	Completed June 1999

INDUSTRY	OCCUPATIONS	CONTACT INFORMATION	SKILL STANDARDS STATUS	ASSESSMENT & CURRICULUM STATUS
Information Technology	Database Administration Associate Information Systems Operator/Analyst Interactive Digital Media Specialist Network Specialist Network Manager Programmer/Analyst Software Engineer Technical Support Representative Technical Writer	Michele Royer NWCET/RATEC Bellevue Community College (425) 373-4217 <a href="mailto:mroyer@bcc.ctc.edu">mroyer@bcc.ctc.edu</a> <a href="http://www.nwcet.nbcc.ctc.edu/skills/itskill.htm">www.nwcet.nbcc.ctc.edu/skills/itskill.htm</a> American Training Standards Institute <a href="http://www.steps.atsi.edu">www.steps.atsi.edu</a>	Updated December 1999  New Update Projected Completion December 2001	Various curriculum and assessment tools. Contact nwcet.org
Law Enforcement	Police Officer	Eric Laurentz Tacoma Community College (253) 566-5161 <a href="mailto:elaurent@tcc.tacoma.ctc.edu">elaurent@tcc.tacoma.ctc.edu</a>	Completed January 1999	N/A
Library Technician	Library Technician	Jill Childs Highline Community College (206) 878-3710 ext. 3204 <a href="mailto:jchilds@hcc.ctc.edu">jchilds@hcc.ctc.edu</a>	Completed December 1998	N/A
Manufacturing Technology	Fabricator Assembler/Installer Manufacturing Engineering Planner Technical Designer/Drafter Tool Engineering Specialist	Contact: Ed Brewster Pierce College (253) 964-6575 <a href="mailto:ebrewste@pierce.ctc.edu">ebrewste@pierce.ctc.edu</a>	Completed March 2000	Projected Completion June 2001
Marketing	Marketing Director Public Relations Sales Customer Service	Lisa Edwards Pletcher Pierce College/PCCC (253)583-5070 <a href="mailto:lpletcher@CloverPark.k12.wa.us">lpletcher@CloverPark.k12.wa.us</a>	Completed January 2002	
Natural Resources and Environment	Forestry Technician Fisheries Technician Environmental Technician Natural Resources Technician GIS Specialist	Don Samuelson Grays Harbor College (360) 538-4177 <a href="mailto:dsamuels@ghc.ctc.edu">dsamuels@ghc.ctc.edu</a>	Completed February 1999	Projected Completion June 2001

INDUSTRY	OCCUPATIONS	CONTACT INFORMATION	SKILL STANDARDS STATUS	ASSESSMENT & CURRICULUM STATUS
Optician Technology	Dispensing Optician	Larry Shank, Jill Childs Highline Community College (206) 878-3710, Ext. 3204 <a href="mailto:Lshank@hcc.ctc.edu">Lshank@hcc.ctc.edu</a> or <a href="mailto:Jchilds@hcc.ctc.edu">Jchilds@hcc.ctc.edu</a>	Completed August 1999	N/A
Paraeducator	General Paraeducator ESL Paraeducator Special Ed Paraeducator	Jim Willis Walla Walla Community College (509) 527-4324 <a href="mailto:jwillis@mail.wa.cc.wa.us">jwillis@mail.wa.cc.wa.us</a>	Completed July 1999	N/A
Retail	Retail Sales Associate	Matthew Williams Clover Park Technical College (253) 589-5664 <a href="mailto:mwilliams@cptc.ctc.edu">mwilliams@cptc.ctc.edu</a>	Completed June 1999	Employer Implementation Guide December, 2000
Secondary Wood Products Manufacturing Industry	Wood Products Manufacturing Specialist Wood Machine Tool Operator CAD/CAM/CIM Specialist	Barbara Kuhn Bates Technical College (253) 573-4607 <a href="mailto:bkuhn@ctc.edu">bkuhn@ctc.edu</a>	Completed October 1998	Projected Completion June 2001
Telecommunications	Network Technician	Jennifer Thornton Green River Community College (253) 833-9111 <a href="mailto:jthornton@grcc.ctc.edu">jthornton@grcc.ctc.edu</a>	Completed December 1997	N/A
Transportation	Specific transportation construction and support occupations, to be determined	Berta Lloyd Shoreline Community College (206) 546-4595 <a href="mailto:blloyd@ctc.edu">blloyd@ctc.edu</a>	Completed June 2001	Projected Completion June 2002
Travel, Tourism, and Transportation	Travel Consultant	Beth O'Donnell Edmonds Community College (425) 640-1208 <a href="mailto:bodonnell@edcc.ctc.edu">bodonnell@edcc.ctc.edu</a>	Completed June 1999	N/A



<b>INDUSTRY</b>	<b>OCCUPATIONS</b>	<b>CONTACT INFORMATION</b>	<b>SKILL STANDARDS STATUS</b>	<b>ASSESSMENT &amp; CURRICULUM STATUS</b>
Vocational Instructors and Customized Trainers	Two-year college vocational instructors Customized industry trainers	Berta Lloyd Shoreline Community College (206) 546-4595 <a href="mailto:blloyd@ctc.edu">blloyd@ctc.edu</a>	Completed June 2000	Projected Completion June 2001
Wireless Telecommunications	Two-year college vocational instructors Customized industry trainers	Myrtle Mitchell Seattle Community Colleges (206) 587-5482 <a href="mailto:mmitch@sccd.ctc.edu">mmitch@sccd.ctc.edu</a>	Completed June 2001	Projected Completion June 2001

<p style="text-align: center;"><b>CHECKLIST</b> <b>2002-2003 SKILL STANDARDS IMPLEMENTATION PROJECTS</b> <b>STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES</b></p>
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This checklist is designed to assist applicants in ensuring that their proposal is completed prior to submitting to the State Board. Please ***do not*** return this form with your application.

**Program Approval**

If the project entails the creation of a workforce education program, it must have State Board approval and be shown on the college's inventory of approved professional-technical programs or a notice of intent must be on file. Information describing the process and the necessary forms are available at <http://www.workforceed.com/docs/ccPrograms.html>

**Skill Standards Project Applications**

- One application per project/funding request due by 3 p.m. on Thursday, April 25, 2002
- Original and ten (10) copies submitted for each application
- Original applications submitted on standard 8½" x 11" unruled, white paper (one sided only)
- Font size no smaller than 10-point type
- Maximum of four pages in length (excluding Cover Page, Budget Summary, and Partnership List forms)
- Email version to [pward@sbctc.ctc.edu](mailto:pward@sbctc.ctc.edu)

**Following are the evaluation forms  
that will be used by the review committee**

- ✓ **Skill Standards Implementation Projects**

College \_\_\_\_\_

Reviewer's name and phone number \_\_\_\_\_

## **Skill Standards Project Evaluation Form 2002-03**

*Please rate each part using a "Yes" or "No" indicating whether or not in your judgment the plan is adequate and meets the requirements stated in the instructions. Please circle your response and provide comment—negative or positive—and/or recommendations for improvement. (Use the back of the form if more space is required.) Positive as well as negative comments are encouraged.*

### **1. Application Summary/Cover Page**

- a. Is the cover page filled out completely and accurately? Yes No

**Comments:**

- b. Are the required signatures present? Yes No

Comments:

### **2. Link to Economic Development**

- Does the proposal provide evidence of the project's use of labor market information and link to local economic development strategies? Yes No

Comments:

### **3. Partnership**

- a. Does the proposal demonstrate active participation by three colleges, two high schools and other relevant partners? Yes No

Comments:

- |   |     |    |
|---|-----|----|
| b. Does the project have appropriate steering committee representation and clear roles for members? | Yes | No |
|---|-----|----|

Comments:

**4. Past Performance**

- |   |     |    |
|---|-----|----|
| Does proposal demonstrate previous success with developing and/or implementing skill standards? | Yes | No |
|---|-----|----|

Comments:

**5. Products and Outcomes**

- |  |     |    |
|--|-----|----|
| a. Does the proposal describe the products and outcomes that will be the result of this project? | Yes | No |
|--|-----|----|

**Comments:**

- |  |     |    |
|--|-----|----|
| b. Does the proposal describe what types of industry endorsements will be pursued? | Yes | No |
|--|-----|----|

**Comments:**

**6. Accountability and Reporting**

- |  |     |    |
|--|-----|----|
| Does the proposal describe how the project will be evaluated upon completion to determine its success and needed improvements? | Yes | No |
|--|-----|----|

Comments:

## 7. Plan Budget

- a. Is the attached budget summary filled out completely and accurately? Yes No

Comments:

- b. Does the budget explain how the expenditures will lead to the accomplishment of the objective of the plan? Yes No

Comments:

- c. Does the proposal include matching funds? Yes No

If so, please list type of match.

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## **Overall Plan Rating**

Please give the plan an overall rating score of 0, 1, 2, or 3.

Rating Description	Score (please circle)
The plan is unsatisfactory – do not support .....	0
The plan is satisfactory with required changes .....	1
Please list required changes:	
The plan is satisfactory – do support .....	2
The plan is outstanding – support strongly .....	3